

Evaluator

The Evaluator is the person who actually observes the task(s) being performed and documents successful performance in the PTB. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate (see Coach).

It is the responsibility of the Evaluator to:

Be qualified in the position being evaluated or supervise the Trainee. If the Evaluator supervises the Trainee, but is not qualified in the position, the Evaluator can sign off on tasks, but cannot function as the Final Evaluator.

Meet with the Trainee and determine past experience and training, current qualifications, desired goals and objectives of the assignment.

Note: If an Evaluator determines the Trainee does not meet the prerequisite required experience or does not have the knowledge and skills to perform the tasks of the position, then the position performance assignment must not continue. At the discretion of the Evaluator, and if the individual meets the prerequisite required experience, it may be possible to provide on-the-job training and reinstate the Trainee into the position performance assignment at a later time during the same incident.

Review the tasks in the PTB with the Trainee and explain the procedures that will be used in the evaluation and the objectives that should be met during the assignment.

Reach agreement with the Trainee on the specific tasks that can be performed and evaluated during the assignment.

Accurately evaluate and record the demonstrated performance of tasks. This is the Evaluator's most important responsibility; it provides for the integrity of the performance based qualification system.

Complete the appropriate Evaluation Record in the back of the PTB. If more than one position performance assignment is necessary, the Evaluator will complete an Evaluation Record for each assignment.

Final Evaluator

Although Evaluators must be either qualified (meaning qualified with currency) in the position being evaluated or supervise the Trainee, a Final Evaluator must be qualified in the Trainee position they are evaluating.

Only the Evaluator on the final position performance assignment (the assignment in which all remaining tasks have been evaluated and initialed) will complete the Final Evaluator's Verification statement inside the front cover of the PTB recommending certification. PMS 310-1 19 October 2013